

## Emergency Planning:

Date(s) of Event: \_\_\_\_\_  
Time event will begin: \_\_\_\_\_ Time event will end: \_\_\_\_\_  
Set-up will begin: \_\_\_\_\_ Clean-up/Take-down will end: \_\_\_\_\_

Name of Event: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Projected Attendance: \_\_\_\_\_

Event Organizer (Sponsor): \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_  
Describe type, size and area of event (include stages, entertainment, etc.) \_\_\_\_\_

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*NOTE: All events must end prior to 10:00pm unless permission is given for extended hours by the Director of Parks and Recreation.*

## Safety and Security:

What arrangements have been made for medical assistance, if needed? \_\_\_\_\_

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\*show emergency vehicle ingress and egress location on map  
EMS contact person on site: \_\_\_\_\_  
Explain provisions made or needed for crowd, traffic control and/or police personnel: \_\_\_\_\_

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APD contact person: \_\_\_\_\_  
Fire protection, not blocking access to fire hydrants:  
\*show on map  
Public assembly areas (where are persons expected to be): \_\_\_\_\_

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\*emergency vehicle ingress and egress location on map  
The parking of vehicles for vendors will be: \_\_\_\_\_  
The parking for attendee vehicles will be: \_\_\_\_\_  
Vendor and food concession distribution:  
Cooked food provided: \_\_\_\_\_ Non-cooked food: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

APD requested \_\_\_\_\_ officers for this event.  
Hired security agency: \_\_\_\_\_  
Fire service personnel at the event: \_\_\_\_\_ Inspector: \_\_\_\_\_  
Emergency medical services personnel at the event: \_\_\_\_\_